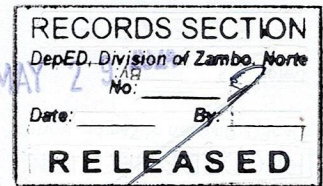




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 29, 2024

**Division Memorandum**  
No. 294, s. 2024

**SECURE CERTIFICATE OF TITLE OF OWNERSHIP / SPECIAL PATENT FOR ALL SCHOOLS UNDER PUBLIC LAND CLASSIFICATION**

**To: Elementary/ Secondary School Heads  
Public Schools District Supervisors  
All Others Concerned**

1. WHEREAS, Department Order No. 18, s. 2023 “Revised Multi-year Guidelines on the Allocation, Receipt, Utilization, Monitoring, and Reporting of the Basic Education Facilities Fund (BEFF), the school to be prioritized must have a valid site ownership document in the name of the department;
2. WHEREAS, DepEd is strictly implementing Department Order No. 36 s. 2022 “Protocols And Guidelines On The Submission, Receipt, And Processing Of Requests Related To The School Building Program” where it emphasized that a site ownership document is a vital requirement;
3. WHEREAS, the school site is vulnerable to unnecessary attacks on claimants for imperfect title of ownership;
4. WHEREAS, the End-of-the-School Year period is fast approaching, it is the best time to comply with school site ownership processing;
5. Therefore, all schools all schools under **Public Land that are declared Alienable and Disposable Agricultural Land** classification are mandated to:
  - 5.1. Secure a **Special Patent** under **Section 4 of RA 10023, DAO 2015-01** dated 04 Mar 2015, **and DAO 2016-21** dated 30 June 2016 (*A Special Patent is a public instrument issued by the government confirming the grant by the State of the ownership over a parcel of agricultural land in favor of the grantee by virtue of a Law or a Proclamation by the President of the Philippines*); complete requirements and instruction details are found in **DAO 2016-21** dated 30 June 2016;
  - 5.2 Secure updated Tax Declaration in your Municipal Assessor indicating the name of the school and must reflect the “school site” on its usage;
6. Processing in the DENR office is within 120-period. Certificate of Titles must be submitted to the division office 5 days after issuance of such permit. All schools must have a certificate of Title of ownership before the opening of Class 2024-25. There is no reason why you cannot secure ownership titles unless there is a case filed in the courts.



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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7. For inquiries, you may visit the local CENRO and/or Division Legal Office c/o 091762476931 / rey.janolino@deped.gov.ph. This order takes effect immediately upon the release of this order.
  
8. For strict compliance.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent *rl*

*Legal/rpj*  
05292024

# TYPES OF PATENTS

## SPECIAL PATENT



A public instrument issued by the government confirming the grant by the State of the ownership over a parcel of agricultural land in favor of the grantee by virtue of a Law or a Proclamation by the President of the Philippines. This is pursuant to Section 4 of RA 10023 and DAO 2016-21 dated 30 June 2016.

SN. 00012019-42

R.K. 14-4

Republic of the Philippines  
Department of Justice  
Land Registration Authority  
Registry of Deeds for the \_\_\_\_\_

**Original Certificate of Title**

No. \_\_\_\_\_  
**SPECIAL PATENT**

Entered in accordance with Republic Act No. 10023 and pursuant to a Special Patent issued by the Department of Environment and Natural Resources, at Quezon City, on \_\_\_\_\_ and spread in the records of the said Department as follows:

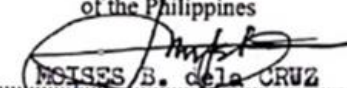
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
REGION NO. VIII  
SPECIAL PATENT NO. SP-SCH-08-2618-18-01

TO ALL WHOM THESE PRESENTS SHALL COME, GREETINGS:

The Republic of the Philippines, Department of Education / Commission on Higher Education- QUINAPONDAN NATIONAL HIGH SCHOOL a public educational institution, situated at Brgy. 1, Quinapondan, Eastern Samar, Region VIII is hereby granted this Special Patent with an area of One Thousand Seven Hundred Ninety Four (1,794) square meters, more or less and more particularly bounded and described at the back hereof.

This Special Patent shall not be disposed by the grantee without the authorization of Congress in accordance with Section 4 of Republic Act 10023.

Witness my hand and seal of the Republic of the Philippines this 4th day of April in the year Two thousand and 2018.

By Authority of the President  
of the Philippines  
  
JOISES B. dela CRUZ  
Transcribed Pursuant to the provisions of Section 103 of P.D. No. 1529, on the \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_ at \_\_\_\_\_

Owner's Postal Address

Register of Deeds

**TECHNICAL DESCRIPTION**

Lot 1260, Cad. 1114-D, Case - 1  
QUINAPONDAN NATIONAL HIGH SCHOOL

TIE LINE : N 49 - 08 W : 436.91 m from BLLM#1, Cad. 1114-D, Quinapondan Cadasira  
to Corner 1 of this Lot; T H E N C E :

LINE	BEARING	DISTANCE
1 - 2	N 78 - 38 E	35.88 M
2 - 3	S 21 - 49 E	18.52 M
3 - 4	S 17 - 05 E	32.63 M
4 - 5	S 72 - 13 W	33.84 M
5 - 1	N 20 - 33 W	53.18 M

AREA : ONE THOUSAND SEVEN HUNDRED NINETY-FOUR (1,794) SQUARE METERS.

POINTS REFERRED TO : Unless otherwise described and indicated on the plan, corners are marked on the ground by P.S. Cylindrical Concrete Monuments 15x50 cms.

BOUNDED AS FOLLOWS :

N	: LINE	1-2	By	ROAD (8.00 M.WIDE)
E	: LINE	2-3	By	Lot 483, Case- 1, Cad. 1114-D
E	: LINE	3-4	By	Lot 484, Case- 1, Cad. 1114-D
S	: LINE	4-5	By	QUINAPONDAN RIVER
W	: LINE	5-1	By	Lot 1273, Case- 1, Cad. 1114-D

BEARINGS : GRID

SURVEYED BY : ENGR. RODRIGO D. MARCELO


DATE OF SURVEY : August 04, 1992

APPROVED ON : August 19, 1994

COVERED BY : SCH No. 082618-085-A

NOTE : Subject to Sec. 80, Paragraph I, C.A. 141 as amended

CERTIFIED CORRECT :

  
JASON ISRAEL C. DELA CRUZ  
Engineer III

(Continued on Additional Sheet ..... Page ..... Register of Deeds)



## **TO WHOM SPECIAL PATENT FOR PUBLIC SCHOOLS IS ISSUED?**

School site Special Patents shall be issued under the name of the Republic of the Philippines, Department of Education and the name of the school as indicated in the Judicial Form.

SN. 00012019-42

SK. 12 - 2

Republic of the Philippines  
Department of Justice  
Land Registration Authority  
Registry of Deeds for the \_\_\_\_\_

**Original Certificate of Title**

No. \_\_\_\_\_  
**SPECIAL PATENT**

Entered in accordance with Republic Act No. 10023 and pursuant to a Special Patent issued by the Department of Environment and Natural Resources, at Quezon City, on \_\_\_\_\_ and spread in the records of the said Department as follows:

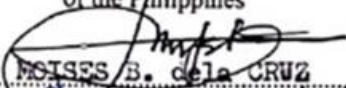
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
REGION NO. VIII  
SPECIAL PATENT NO. SP-SCH-08-2618-18-01

TO ALL WHOM THESE PRESENTS SHALL COME. GREETINGS:

The Republic of the Philippines, Department of Education / Commission on Higher Education - QUINAPONDAN NATIONAL HIGH SCHOOL a public educational institution, situated at Brgy. 1, Quinapondan, Eastern Samar, Region VIII is hereby granted this Special Patent with an area of One Thousand Seven Hundred Ninety Four (1,794) square meters, more or less and more particularly bounded and described at the back hereof.

This Special Patent shall not be disposed by the grantee without the authorization of Congress in accordance with Section 4 of Republic Act 10023.

Witness my hand and seal of the Republic of the Philippines this 4th day of April in the year Two thousand and 2018.

By Authority of the President  
of the Philippines  
  
JOISSE B. dela CRUZ  
Transcribed in \_\_\_\_\_ of the  
Province of \_\_\_\_\_ pursuant to  
the provisions of Section 103 of P.D. No. 1529, on the  
\_\_\_\_\_ day of \_\_\_\_\_ two thousand  
and \_\_\_\_\_ at \_\_\_\_\_

Owner's Postal Address \_\_\_\_\_

Register of Deeds \_\_\_\_\_

**TECHNICAL DESCRIPTION**

Lot 1260, Cad. 1114-D, Case - 1  
**QUINAPONDAN NATIONAL HIGH SCHOOL**

TIE LINE : N 49 - 08 W : 436.91 m from BLLM#1, Cad. 1114-D, Quinapondan Cadastre  
to Corner 1 of this Lot: T H E N C E :

LINE	BEARING	DISTANCE
1 - 2	N 78 - 38 E	35.88 M
2 - 3	S 21 - 49 E	18.52 M
3 - 4	S 17 - 05 E	32.83 M
4 - 5	S 72 - 13 W	33.84 M
5 - 1	N 20 - 33 W	53.18 M

AREA : ONE THOUSAND SEVEN HUNDRED NINETY-FOUR (1,794) SQUARE METERS.

POINTS REFERRED TO : Unless otherwise described and indicated on the plan, corners are marked on the ground by P.S. Cylindrical Concrete Monuments 15x50 cms.

BOUNDED AS FOLLOWS :

N	: LINE 1-2	By ROAD (6.00 M.WIDE)
E	: LINE 2-3	By Lot 493, Case- 1, Cad. 1114-D
E	: LINE 3-4	By Lot 494, Case- 1, Cad. 1114-D
S	: LINE 4-5	By QUINAPONDAN RIVER
W	: LINE 5-1	By Lot 1273, Case- 1, Cad. 1114-D

BEARINGS : GRID

SURVEYED BY : ENGR. RODRIGO D. MARCELO

DATE OF SURVEY: August 04, 1992

APPROVED ON : August 19, 1994

COVERED BY : SCH No. 082618-085-A

NOTE : Subject to Sec. 90, Paragraph I, C.A. 141 as amended

CERTIFIED CORRECT :

  
JASON ISRAEL C. DELA CRUZ  
Engineer III

# WHO MAY REQUEST FOR FOR THE ISSUANCE OF A SPECIAL PATENT

The Superintendent of the Division of Schools or any authorized Officer of the DepEd Central Office may request for the issuance of a school site Special Patent.






**REQUEST FOR ISSUANCE OF  
SPECIAL PATENT FOR LOCAL OR  
NATIONAL GOVERNMENT INSTITUTIONS**

Entry No. SP-244-MGR-0016  
Request No.: \_\_\_\_\_

Name of Local/National Government Institution: USTP Claveris (formerly MASCAT)  
Location: Pobloim, Claveris, Misamis Oriental

Authorized Officer: Dr. Renato O Araso  
Address: Zone 3, Pobloim, Claveris, Misamis Oriental  
Contact No.: 0917 827 6540 e-mail: renato.araso@ustp.edu.ph

Lot No. 6866-A, Csd-10-018821D Cadastral No. / Pls. No. 805  
Area: 53,9436 square meters

  
Dr. Renato O Araso  
Authorized Officer

- Attachments:
- Historical background of possession/Occupation
  - Recent Geo-tag photographs with panoramic view and improvements
  - Court or LRA certification of no pending land registration case

SUBSCRIBED AND SWORN TO before me this 11th day of May 2023 at  
Cagayan de Oro City

**RECORDED CLAIMANT:**

MASCAT  
Original Lot No. 1816, Pls-805  
Date: 07-11-23

  
**LEVY C. CALE**  
Cenro. NDPLI

Officer Authorized to  
Administer Oath

not covered by any other  
Public Land Application  
07-11-23  
Date Signature

# Sample Request Form



# REQUIREMENTS FOR THE ISSUANCE OF A SCHOOL SITE SPECIAL PATENT

## A. For the DepEd

1

Request by the Superintendent of the Division of Schools or Authorized Official from the DepEd Central Office for the issuance of Special Patent;

January 3, 2017

The CENR Officer  
DENR-CENRO Initao  
Malasag Heights, Cugman  
Cagayan de Oro City

Madam:

Greetings!

The undersigned is expressing his interest to enter into contract on 2<sup>nd</sup> Year Maintenance and Protection covering 50.0 hectares established NGP Plantation CY 2016 undertaken by PO KAPUNUNGAN SA BATO UPLAND TRIBAL TILLERS, INC. located at Sitio Bato, Dansolihon, Cagayan de Oro City.

Please be informed that the undersigned and in behalf of the KAPUNUNGAN SA BATO UPLAND TRIBAL TILLERS, INC. had already undertaken several government and private funded projects.

Hoping that this request be given due course.

Thank you very much.

*Gerry Aculan*  
GERRY D. ACULAN, SR.  
PO President



2

## Historical background of possession / occupation;

### HISTORICAL BACKGROUND

Nansiakan National High School started as a Barangay High School and it opened its first year of operation in the School Year 1978-1979 through the initiative of the late Principal Mr. Peter Dipas, who was well supported by barangays officials and community people. Other barangays such as Pinayag, Latbang, Babadi, and other nearby barangays also extended their support. They worked together in their quest to have a high school in this place and so they brought their request to the then Ministry of Education and Culture (MEC) and now the Department of Education (DepEd) through the Schools Division Superintendent and to the Regional Director.

This school was realized through the help and generous financial support of the Parents-Teachers Association (PTA) with the assistance of the following MEC and LGU officials:

MEC –Mrs. Magdalena P. Castillo	- MEC, Regional Director
Mr. Alberto A. Genato	-SDS, Div. of Nueva Vizcaya
Mr. Peter D. Dipas	- Secondary School Principal
Lugaman Tamtaman	-PTA President
LGU – Castillo B.Tidang Jr.	- Municipal Mayor
Alfredo Arsenio	- Acting Brgy. Captain
Jaime Tamtaman	- Brgy. Capt. Nansiakan
Wasit Hingangan	- Brgy. Captain-Pinayag

The first classroom building then was situated adjacent to the Nansiakan Elementary School which was then the house of Ventura Dupiano bought by the community people/the stakeholders at that time, through PTA Fund and individual donations to have accommodated the first batch of students.

The committed and determined Principal who pioneered the school aimed to have its better location and so he consulted and encouraged the people and dominant families of Nansiakan to donate a parcel of land. The families donated an area estimated to seven (7) hectares more or less and was relocated and surveyed in April, 2008 and turned to have an area of 6.8 hectares. The ground was first leveled through the joint efforts of students and community people who also carried the purchased first classroom building to the newly donated site in the spirit of *Bayanihan*. The other school buildings were made up of stick walls and cogon from which lasted until school year 1982-1983.

In 1981-1982, the Barangay High School of Nansiakan had their first graduates which encouraged the people to seek help from the government particularly the former assemblyman now the present governor Carlos M. Padilla in the province of Nueva Vizcaya through consultations and resolutions.

In response to the appeal of the people in the area for the possible conversion of Barangay High School to National High School, Hon. Carlos M. Padilla passed a Parliamentary Bill No. 2413 on January 26, 1983 and was approved by the late President Ferdinand E. Marcos on April 7, 1983. The Bill was otherwise known as Batas Pambansa bilang 373 converting Nansiakan Barangay High School to NANSIAKAN NATIONAL HIGH SCHOOL.

3

Recent photographs showing the panoramic view of the area as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, if any, etc.; and



4

**Certification of no pending land registration application over the proposed area issued by the Regional Trial Court (RTC)/Land Registration Authority (LRA) having jurisdiction over the land.**

Republic of the Philippines  
TENTH JUDICIAL REGION  
5<sup>TH</sup> MUNICIPAL CIRCUIT TRIAL COURT OF JASAAN-CLAVERIA  
Jasaan, Misamis Oriental

## CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that according to our records of cases filed before this Court, declaration or real properties covered under Tax Declaration No. 0812000101169 with Survey No. PLS-805 (CCS-10-000245-D) Lot No. 6866 declared in the name of MOSCAT located at Poblacion, Claveria, Misamis Oriental has **Not** been used as Bail Bond and No Pending Case whatsoever had been filed against the above-described property.

This Certification is being issued this 19<sup>th</sup> day of July, 2022, at Jasaan, Misamis Oriental, upon request of USTP for titling purposes and whatever legal intents this may serve.

*AIDA P. MANGUBAT*  
AIDA P. MANGUBAT  
OIC-Clerk of Court II

Verified by:

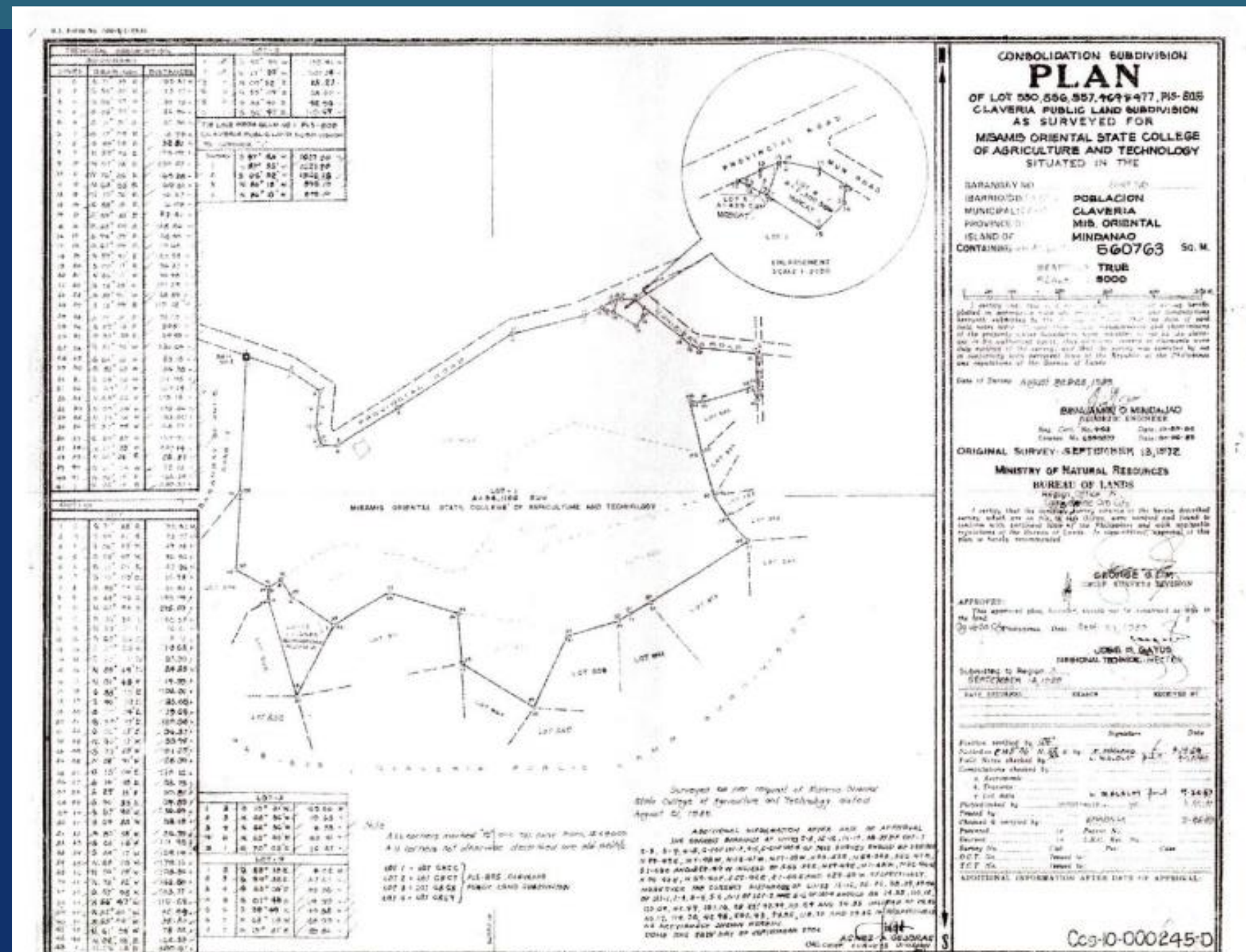
*CHRISTINE K. CHAVES*  
CHRISTINE K. CHAVES

SAJ O.R. No. 8735126 D  
JDF O.R. No. 8736134 D  
LRF O.R. No.: 2691870

# B. For the Department of Environment and Natural Resources


1

Copy of Cadastral Map or Survey plan of the land duly approved by the concerned DENR Regional Office; and



2

Copy of Technical Description of the parcel of land subject of the application.



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
**Region 10, Cagayan De Oro City**

B.L. FORM  
No. V-37

Application Number: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Claimant: **ORIENTAL STATE COLLEGE OF AGRICULTURE & T**  
 Surveyed By: **CORNELIO G. SALUTA**  
 Date Surveyed: **3/5/2008**  
 Tie Point Name: **BLLM 1, PLS 805**

Lot Number: **6866-A**  
 Survey Number: **CSD 10-018821-D Case**  
 Location: **POBLACION, CLAVERIA, MISAMIS ORIENTAL**  
 Cad. Map. No.: **8° 36' N 124° 52' E**  
 Date Approved: **4/14/2009**  
 Area (sq. m.): **539436**

**TECHNICAL DESCRIPTION**

Line	Bearing	Distance(m)	Northing	Easting
Tie Line	S87 - 51W	1627.45	952361	488100.11
1-2	N70 - 09E	96.71	952300.07	488473.8
2-3	S59 - 12E	66.77	952302.05	488473.98
3-4	S10 - 43E	16.81	952236.11	486616.96
4-5	S01 - 26W	65.15	952219.79	486620.05
5-6	S18 - 04E	19.13	952194.66	486618.47
6-7	S24 - 43E	20.02	952136.19	486623.36
7-8	S89 - 08E	32.81	952118	486631.76
8-9	N58 - 43E	149.04	952117.5	486664.57
9-10	N57 - 08E	275.07	952194.88	486791.35
10-11	N76 - 36E	99.15	952344.14	487023
11-12	N82 - 28E	65.41	952367.11	487183.78
12-13	N74 - 06E	22.73	952375.69	487184.29
13-14	N57 - 00E	27.78	952381.82	487206.15
14-15	S82 - 56E	19.63	952397.05	487229.45
15-16	S63 - 18E	58.99	952368.12	487246.93
16-17	N29 - 49E	24.35	952361.61	487299.83
17-18	N01 - 49W	14.99	952382.74	487311.74
18-19	S03 - 05E	102.01	952367.72	487311.27
19-20	S46 - 54E	23.05	952336.45	487392.83
20-21	S87 - 04E	19.66	952320.7	487409.88
21-22	S64 - 47E	120.58	952313.04	487427.76
22-23	S00 - 17E	96.37	952302.07	487547.84

Line	Bearing	Distance(m)	Northing	Easting
23-24	N36 - 17W	35.48	952205.7	487548.33
24-25	S77 - 28W	101.29	952234.3	487527.33
25-26	N88 - 41E	28.34	952205.48	487400.23
26-27	S13 - 04E	110.12	952205.13	487401.9
27-28	S14 - 38E	93.79	952098.86	487426.79
28-29	S29 - 13E	50.81	952006.11	487450.48
29-30	S40 - 39E	84.69	951963.76	487475.28
30-31	S57 - 42W	236.64	951914.52	487517.55
31-32	S64 - 22W	53.18	951788.08	487317.52
32-33	S82 - 38W	26.75	951765.08	487269.57
33-34	S88 - 25W	111.45	951761.65	487243.04
34-35	S24 - 17W	184.14	951720.64	487139.41
35-36	N58 - 25W	179.16	951671.03	487071.9
36-37	N04 - 24W	103.36	951664.88	486919.29
37-38	N73 - 22W	153.5	951767.93	486911.35
38-39	S57 - 45W	123.77	951811.85	485784.27
39-40	N05 - 47W	110.69	951745.79	486659.6
40-41	N32 - 40W	42.99	951606.44	486567
41-42	S59 - 04W	38.8	951842.63	486543.8
42-43	N51 - 08W	78.22	951822.69	486510.52
43-44	N02 - 19E	162.38	951860.45	486442.02
44-1	N05 - 12E	278.52	952022.7	486448.52

Scale: 1:10000

Notes :

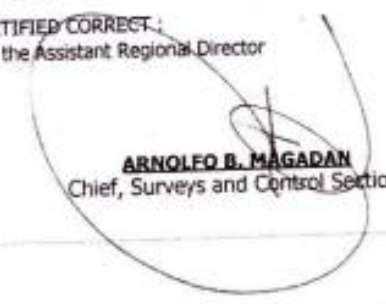
Remarks :

Source Data : **Data Capture**  
 Requested by: **ELLO**  
 Purpose: **Reference Only**  
 Official Receipt No.: **-ADMIN**  
 Date Issued **Thursday, August 31, 2017**

*"However, this certified technical description bearing the name of the original survey claimant should not necessarily be construed to mean that the lot is still public land or owned by the original survey claimant as titles there to might have been obtained through judicial or administrative proceedings over this lot or other prior approved isolated survey plans that cover the same or any portion thereof."*

Researched by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFIED CORRECT**  
 For the Assistant Regional Director

  
**ARNELO B. MAGADAN**  
 Chief, Surveys and Control Section

Land Administration Management System v4.8

tion id: 302448

3

**Certification that the land is classified as Alienable and Disposable /Agricultural**



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE - INITAO**  
Jampason, Initao, Misamis Oriental 9022  
E-mail add: [comenr@denr.gov.ph](mailto:comenr@denr.gov.ph)  
Mobile Phone Nos.: 0997-9617071; 0955-4680012

### CERTIFICATION

RELEASED  
Signature: *[Signature]*  
Name: MARGARITA  
Date: 06/19/23 03:14

TO WHOM IT MAY CONCERN:

**THIS IS TO CERTIFY** that based on records of this Office and as per projection of **Lot No. 6866-A, CSD 10-018821-D** containing an area Five Hundred Thirty Nine Thousand Four Hundred Thirty Six (539,436) square meters more or less with geographical coordinates of Latitude 8°36'45.42" and Longitude 124°52'37.60" situated at Poblacion, Claveria, Misamis Oriental as shown in the Technical Description at the back hereof *is found to be within (A&D) Alienable and Disposable area per Project No. 5, Block I of LC Map 577 duly certified and approved on November 21, 1925.*

**THIS CERTIFICATION** is issued upon the request of USTP for Special Patent Application purposes.

Done this 07<sup>th</sup> day of **June, 2023** at Jampason, Initao, Misamis Oriental, Philippines.

Prepared by:

*[Signature]*  
**ANALIE L. BAAL**  
ENGR. II

Approved by:

*[Signature]*  
**JEROME G. PICOQUINTO**  
OIC, CENR Officer

Certification Fee  
O.R. No.  
Date Issued:  
Amount: 50.00

# PROCEDURES

1. A request for the issuance of Special Patents for public schools shall be filed in the **CENR Office** (or implementing PENR Office).



**CENR OFFICE**



# PROCEDURES

**2. Posting of Notices – Upon receipt of the request, the CENR Office concerned shall cause the posting of notices for fifteen (15) days in the municipal or city hall, barangay hall and the public school premises. The CENR Officer shall issue the certificate of posting of notice after the 15-day period has elapsed.**



**CERTIFICATE OF POSTING OF NOTICE OF REQUEST FOR  
ISSUANCE OF SPECIAL PATENT FOR LOCAL OR NATIONAL  
GOVERNMENT INSTITUTIONS**

This is to certify that the 15-day posting requirement for the issuance of Special Patent for Local or National Government Institutions under R.A. 10023 of UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES (USTP), Claveria (formerly MOSCAT) has been completed on May 29, 2023

Posting Date : May - 12 - 27, 2023  
Posted at: Pobacion, Claveria, Mis. Or.

May 30, 2023 at Jampason, Initao, Misamis Oriental.

  
JEROME G. PIOQUINTO  
OIC, CENR Officer

# PROCEDURES

**3. The CENR Office is required to process the request, within a period of one hundred twenty (120) days from the date of filing of the accomplished request form. The 120-day period starts upon filing of an accomplished request for Special Patent.**

**4. In case the school site has no approved survey, the CENR Officer shall issue a Survey Authority/Order to DepEd or DENR Survey Unit for the survey of the parcel. The survey and investigation shall as far as practicable be accomplished simultaneously. However, the period for approval of surveys shall not be included in the 120-day period.**

# PROCEDURES

**5. The designated land investigator shall conduct an ocular inspection on the parcel of land. He/She shall determine the eligibility of the land under the provisions of RA 10023 as well as verify the claims of the requesting party on the land.**

**6. The investigation report shall contain, among others, that the land is alienable and disposable and that the land is actually possessed, occupied and used as a public school site.**



OCULAR INSPECTION REPORT  
FOR SPECIAL PATENT

May 30, 2023  
Date

This is to certify that on May 12, 2023, I conducted ocular inspection/verification of the area applied for a Special Patent by the USTP, Claveria (formerly MOSCAT) pursuant to the provisions of RA 10023 situated at Poblacion, Claveria Misamis Oriental.

Findings:

1. The requesting government institution/authorized official is USTP, Claveria, Represented by Dr. Renato O. Araso
2. The site requested for is within an Alienable and disposable area under \_\_\_\_\_
3. That the Government Institution is in possession or actually occupying the entire land area being requested.
4. A copy of the Cadastral Map or Survey Plan of the land duly approved by the concerned DENR Regional Office is hereto attached.
5. A copy of the Technical Description of the parcel of land is also attached hereto.
6. That Notice of the request was duly posted.
7. The land being requested is suitable for the issuance of Special patent for Local or National Government Institution.
8. Other findings: the land is utilized as school. that the applicant is qualified for Special Patent.

In view of the above findings, it has been satisfactorily proven by the requesting party that the land being requested is suitable for issuance of Special Patent for Local or National Government Institution under RA 10023, it is my recommendation that the request be granted and a Special Patent be issued.

Levy C. Cale  
LEVY C. CALE  
SILVER/DPW

# Sample Investigation Report

# PROCEDURES

7. In case an opposition is filed, the 120-day period for processing shall be deemed interrupted. Only oppositions based on the Certificate of Title duly issued to the oppositor over the same parcel shall be given due course. The CENR Officer shall refrain from entertaining oppositions based on frivolous claims

8. The CENR Officer shall fast track the resolution of all oppositions arising from the Special Patent requests through the use of alternative dispute resolution (ADR) mechanisms. The CENR Officer shall resolve the opposition or make a recommendation within 30 days from the filing of such opposition.

# ALTERNATIVE DISPUTE RESOLUTION

process or procedure used to resolve a dispute or controversy other than by adjudication of a presiding judge of a court or an officer of a government agency in which a neutral third party participates to assist in the resolution of issues, which includes arbitration, mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof.

## PURPOSE:

The law aims to promote efficient and economical resolution of land disputes through voluntary and mandatory ADR proceedings.

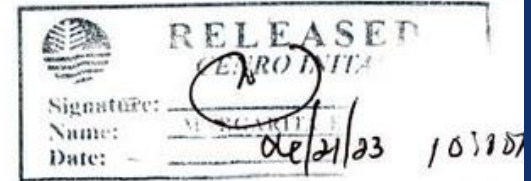
# PROCEDURES

9. Upon approval of the CENR Officer, the request and the complete records of the Special Patent shall be forwarded to the PENR Officer for his/her approval and signature.



Republic of the Philippines  
 Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE - INITAO**  
 Jampason, Initao, Misamis Oriental 9022 -  
 E-mail add: [cenroinitao@denr.gov.ph](mailto:cenroinitao@denr.gov.ph)  
 Mobile Phone Nos.: 0997-9617071; 0955-4680012

## MEMORANDUM



**FOR :** The PENR Officer  
 PENRO Misamis Oriental  
 Malasag Heights, Cugman, Cagayan de Oro City

**FROM :** The OIC, CENR Officer  
 CENR Initao  
 Jampason, Initao, Misamis Oriental


**DATE :** June 20, 2023

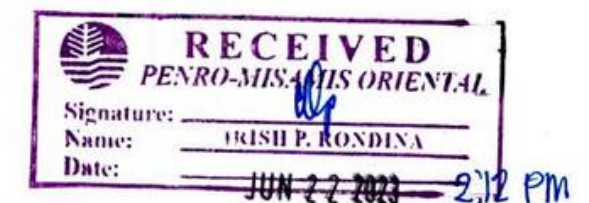
**SUBJECT :** PUBLIC LAND APPLICATION WITHIN THE JURISDICTION OF CENRO INITAO

Respectfully forwarded the herein carpeta for Special Free Patent with the corresponding Judicial Forms and other pertinent documents which form part of accomplishment of this office.

Name of Applicant	Application No.	JF Serial No.	Lot/Survey No.	Area (ha.)	Location	Inspector	Date Applied	No. of days processed	REMARKS
University of Science & Technology of Southern Philippines - Claveria	SPA No. 104306-0016	0000767 7-00	6866-A, CSD-10-018821-D	53.9436	Poblacion, Claveria, Misamis Oriental	LCCale	May 11, 2023	40	✓

Recommending approval and issuance of patent.

  
**JEROME G. FIGOQUINTO**





**10. The CENR Officer shall include all records of the Special Patent in the Land Administration and Management System (LAMS)**

## **Land Administration and Management System (LAMS)**

**It is the information system designed to provide effective management of land records and efficient delivery of land transactions and information services to the public, established under Department Administrative Order 2010-18, ensures the integrity and access to land information such as cadastral maps, isolated survey plans, public land applications, patents and titles. It also ensures the quick processing of land transactions and updating of land records, as well as the tracking of applications undergoing processing.**

## **B. AT THE PENR OFFICE:**

The PENR Officer shall have five (5) days from the receipt of the transmittal from the CENR Officer to approve or disapprove the Special Patent request. In the NCR, the Regional Executive Director shall approve and sign the Special Patent.

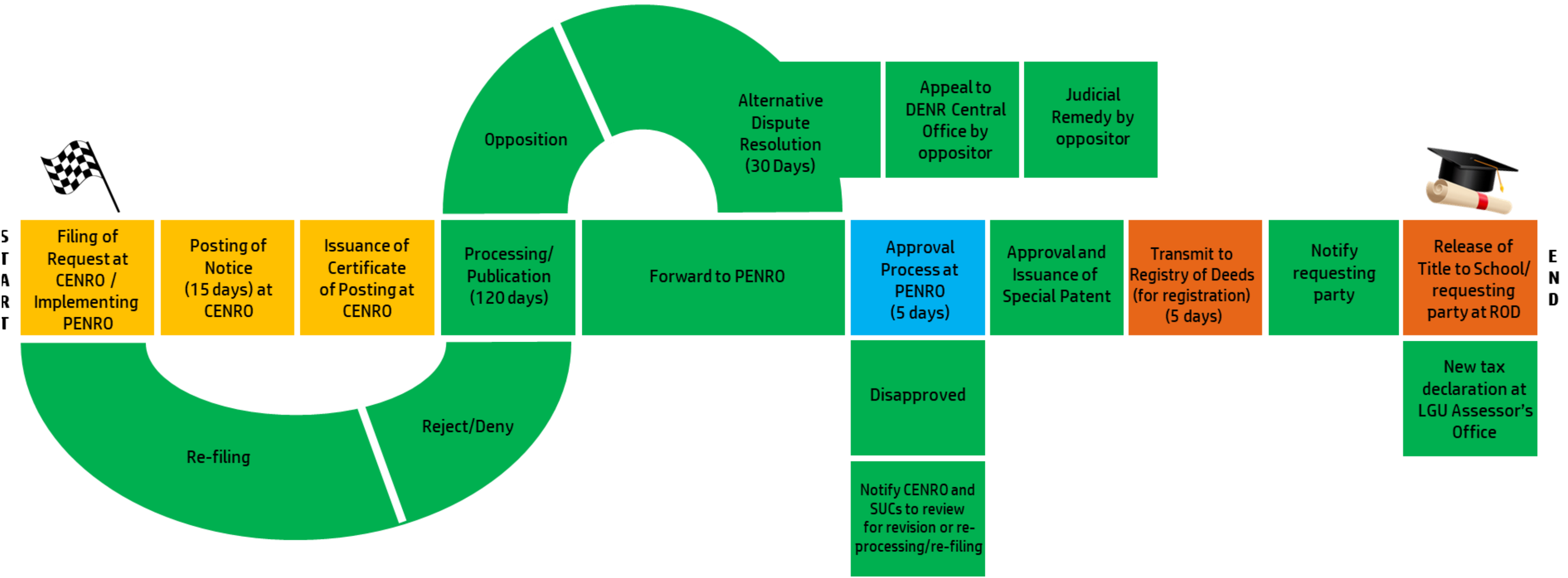
In case of disapproval of the request, the same is without prejudice to the re-filing thereof.



# PENDING APPLICATIONS

Pending Special Patent applications or requests for proclamations on lands actually used for educational purposes shall be automatically converted to request for issuance of Special Patents under RA 10023 unless otherwise disqualified from the provisions of the law and this Order. For this purpose, the documentary requirements submitted to support the application or request for proclamation shall, as far as practicable, be used in the application for Special Patents.

# FLOWCHART FOR THE PROCESSING AND ISSUANCE OF SPECIAL PATENTS for Public School Sites Under RA 10023



- DENR-CENRO
- REGISTRY OF DEEDS
- DENR-PENRO

# BENEFITS OF **SPECIAL PATENT**

**01**

## **SECURES TENURE OVER PUBLIC PROPERTY**

thereby reducing possibility for land grabbing, illegal settlement/possession and deceitful occupation.

**02**

## **PROVIDES NEW ECONOMIC OPPORTUNITIES**

especially for LGUs.

**03**

## **DETERMINES THE EXACT METES AND BOUNDS**

of the property.





**04**

**DETERMINES STATUS OF PROPERTIES**

necessary for the management, planning and budgeting for the highest and best use of the property.

**05**

**DEFINES THE PROPERTY FOR PROPER**

accounting and enforcements of rights.

**06**

**QUIETS DOUBTS ON THE OWNERSHIP OF THE**

property saving the government time, money and effort in taking care of public property.